

Worksite Training Performance Evaluation and Feedback

Worker Information

Performance evaluation for _____ SS# _____

Department _____ Job Title _____

Evaluation Period: *From* _____ *to* _____ Evaluation # _____

Purpose of Evaluation

This worksite performance evaluation is to provide feedback on your current performance and ways in which you can continue to improve upon your skills.

You have agreed to learn, practice and demonstrate the skill areas listed. For each skill area, there is a rating of your current performance with comments on how you have demonstrated use of the skill and/or how you can continue to improve on that skill.

Definitions of Ratings

Exceeds Expectations	Consistently exceeds job requirements and workplace expectations; nearly ideal employee; job very well done.
Meets Expectations	Usually meets job requirements and workplace expectations; good employee; job generally well done.
Doesn't Meet Expectations	Frequently fails to meet job requirements and workplace expectations; potentially good employee with additional training; much room for improvement.

Skill Area	Doesn't Meet Expectation	Meets Expectation	Exceeds Expectation
<i>Comments</i>			

Skill Area	Doesn't Meet Expectation	Meets Expectation	Exceeds Expectation
<i>Comments</i>			

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	Doesn't		

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Overall observations and comments

<p>This performance evaluation has been discussed with me and I certify that I have received training in the skills listed.</p> <p>_____ Intern Signature</p> <p>_____ Date</p>	<p>I have discussed this performance evaluation with the intern and certify that I have evaluated the skills objectively.</p> <p>_____ Supervisor Signature</p> <p>_____ Date</p>
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